DOMINICAN COLLEGE MUCKROSS PARK

Bí Cineálta

(May 2025)

'Be who God meant you to be and you will set the world on fire'.

Catherine of Siena

Our Vision

As a school in the Catholic, Dominican tradition, our educational vision as expressed in our motto, Veritas, encompasses the lifelong search for truth, respect for tradition, and commitment to human flourishing.

Our Mission

We are proud of our lived Christian heritage, which inspires us to welcome and respect people of all backgrounds and beliefs. We tailor our educational approach to the needs of each individual student. We aim to excel in teaching and learning and provide an extensive programme of additional activities as we believe that every student deserves the opportunity to flourish.

Sustained by our Dominican tradition, we invite our students to engage with the values of Jesus Christ, who is the Way, the Truth and the Life. Our educational community cultivates care in our students and staff for themselves, their neighbours, and their planet. We aim to strengthen empathy, nurture integrity and discernment, and generate a love of lifelong learning throughout our school community.

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Dominican College Muckross Park: Bí Cineálta Policy to Prevent and Address Bullying Behaviour

The Board of Management of **Dominican College Muckross Park** has adopted the following policy to prevent and address bullying behaviour.

This policy fully complies with the requirements of **Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024.**

The board of management acknowledges that bullying behaviour interferes with the rights of the child as set out in the United Nations Convention on the Rights of the Child. We all, as a school community, have a responsibility to work together to prevent and address bullying behaviour and to deal with the negative impact of bullying behaviour. Parents are expected to support this policy.

Catholic schools have a distinctive understanding of the human person, recognising that every person is created in Gods image and likeness and has inherent dignity as a child of God. This is the basis for ensuring that everybody in our school is treated with respect and care. As a Catholic school, we are committed to respecting the dignity of every individual. No human person is to be diminished or devalued and everybody has a part to play in the school community, regardless of difference.

We are committed to ensuring that all students who attend our school are kept safe from harm and that the wellbeing of our students is at the forefront of everything that we do. We recognise the negative impact that bullying behaviour can have on the lives of our students and we are fully committed to preventing and addressing bullying behaviour. Bullying behaviours are unacceptable and contrary to our ethos.

We confirm that we will, in accordance with our obligations under equality legislation, take all such steps that are reasonably practicable to prevent the harassment of students or staff on any of the nine grounds specified: gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

Behaviour that is not bullying behaviour

A once-off instance of negative behaviour towards another student is not bullying behaviour. However, a single hurtful message posted on social media can be considered bullying behaviour as it may be visible to a wide audience and has a high likelihood of being shared multiple times and so become a repeated behaviour.

Disagreement between students, or instances where students don't want to be friends or remain friends, is not considered bullying behaviour unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others including deliberate manipulation of friendship groups.

Strategies to deal with inappropriate behaviour that is not bullying behaviour are provided for within the school's Code of Behaviour.

Definition of bullying

Bullying is defined in *Cineáltas: Action Plan on Bullying* and *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools* as targeted behaviour, online or offline that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying

behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. The detailed definition is provided in Chapter 2 of the Bí Cineálta procedures.

Criminal Behaviour
Bullying behaviour can be considered criminal behaviour under certain circumstances and legal consequences can apply. **The age of criminal responsibility in Ireland is 12 years**.
Some online behaviour may be illegal, and students must be aware of the far-reaching consequences of posting inappropriate or harmful content online. In cases of intimate imagery, the Harassment, Harmful Communications and Related Offences Act 2020, also known as Coco's Law, criminalises the non-consensual sharing of intimate images and also criminalises threatening to share these images.
If bullying behaviour involves physical violence or threats of violence, it *may* be considered assault.
If bullying behaviour involves sexual harassment **or** sexual assault, this may also be considered criminal behaviour.
If bullying behaviour involves discrimination and comes under the Prohibition of Incitement to Hatred Act 1989, those engaging in such behaviour may face criminal charges.
An Garda Síochána is the appropriate authority to investigate alleged criminal behaviour and as such any behaviour which is suspected to be criminal in nature will be referred to the Gardaí for clarification by school authorities.

Section A: Development and review of policy

All members of our school community were provided with the opportunity to input into the development/review of this policy.

	Date consulted	Method of consultation
School Staff	8th April 2025	Workshop (Half Day) Survey using google forms
Students	April 28th-May 7th	Survey using google forms
Parents	April 11th-May 7th	Survey using google forms
Board of Management		
Wider school community as appropriate, e.g., bus drivers		
Date policy was approved:		
Date policy was last reviewed:		

Section B: Preventing Bullying Behaviour

This section sets out the prevention strategies that will be used by the school. These include strategies specifically aimed at preventing online bullying behaviour, homophobic and transphobic bullying behaviour, racist bullying behaviour, sexist bullying behaviour and sexual harassment as appropriate.

In developing the preventative strategies which this school will use to prevent all forms of bullying behaviour, we come from the context of our Catholic ethos, where inclusivity permeates our school in a real way.

Culture & Environment

Our school vision emphasises a commitment to human flourishing. Our mission encompasses welcoming and respecting people of all backgrounds and beliefs and our educational community cultivates care in our students and staff for themselves, their neighbours, and their planet. This helps to create a culture and environment of respect. This can be seen throughout the school in the following ways:

- A Telling Environment (See it, Say it!) Call out bad behaviour
- Open Door Policy
- Active Student Support Team
- Active Buddy System for all years
- Seating Plans for all classes so students feel safe and included.
- Visible supervision before school, at break and lunch times and generally throughout the school day.
- Guidelines for Sports Coaches on preventing and addressing bullying
- Notice Boards that create awareness of what bullying is
- Empowerment of student voice - Students' Council (All years represented), Class Captains, Prefects, Student representatives on Wellbeing Committees
- Designated areas for students- Seating plan in Canteen for each year group, Friendship Spaces at lunch time, Library, LGBTQ+ Club
- Random Acts of Kindness e.g. Christmas Hampers, Easter Eggs, Valentine's Notes, Catch a kindness
- Respect Student Bí Cineálta Charter displayed in all classrooms
- School counsellor
- First Year Induction to include education on Bí Cineáltas policy and procedures
- New base classes for Senior Cycle enabling the extension of friendships.
- Teachers modelling kindness, respect and manners
- Active implementation of the Code of Behaviour and Acceptable Use Policies.
- This school takes positive steps to ensure that the culture of the school is one which welcomes a respectful dialogue and encounter with diversity and difference by ensuring that prevention and inclusivity strategies are given priority and discussed regularly at our board of management and staff meetings.

Curriculum

Dominican College Muckross Park offers an extensive range of courses, each with their own curriculum content. Many of these address bullying issues either explicitly or indirectly. Where possible opportunities are created to further enhance these learning opportunities. The following areas have been identified as facilitating the learning around Bí Cineálta, please note this list is not exclusive, but purely representative:

- Variety of materials are used in SPHE, CSPE and Guidance Classes specifically addressing bullying e.g. The Respect Effect, Be in Ctrl etc.
- The updated Social Personal and Health Education (SPHE) specifications help students to feel empowered to create, nurture and maintain respectful and healthy relationships with themselves and others. Our SPHE programme ensures that all students have a shared understanding of what constitutes bullying behaviour.
- CSPE –Focus on the interdependence of people in communities
- Wellbeing is at the Centre of all subject department plans and the Wellbeing indicators are incorporated into all areas of Teaching & Learning
- Specific use of "My Friends Youth through Guidance Programme" as part of the First-Year transition programme.
- Staff CPD on Bí Cineálta and other relevant policies
- Whole school bi-annual survey regarding bullying
- Various awareness weeks throughout the school calendar e.g. Friendship Week, Anti- Bullying (Cyber Bullying) Week, Stand Up Awareness Week, Internet Safety Week, Le Chéile Day, Creative Schools Week, Pastoral Care
- Project and research assignments: Subject specific CBAs e.g. CSPE Action Project, SPHE CBA, Class events, Fundraising events, Guest speakers, Garda visits etc.

Policy & Planning

In Dominican College Muckross Park, the wellbeing of the school community is at the heart of school policies and plans.

Our students are involved (through the Student Council and the Student Focus groups) in reviewing school policies and their suggestions are incorporated in our various programmes. The following policies and initiatives are in place:

- Bí Cineálta Policy
- Code of Behaviour Policy
- Internet Acceptable Use Policy
- Child Safeguarding
- Relationships and Sexuality Education Policy
- Data Protection Policy
- Staff aware that they are all mandated persons, child protection procedures handed out each year as a reminder and complete Children First E-Learning Programme.
- Principal & Deputy Principal complete DLP/DDLP training and refreshers
- Harassment & Sexual Harassment Policy
- Yonder Pouches
- Whole School Guidance Plan

- Anti-Bullying Committee, LGBTQI+ Committee,
- Compass & Chronicle

Relationships & partnerships

Relationships form the bedrock of a positive and safe environment, making them crucial in preventing bullying. When strong, respectful connections exist between students, and between students and adults, a culture of empathy and understanding flourishes. These positive bonds foster a sense of belonging and make it less likely for individuals to feel isolated or targeted. Furthermore, in communities built on healthy relationships, students are more likely to support each other, report bullying incidents, and stand up against harmful behaviour, ultimately tackling bullying at its root. In Dominican College Muckross Park we foster healthy relationships by:

- Creating clear expectations for students around conduct and manners through adults modelling kindness, respect and manners.
- Establish clear ground rules in classes where students understand actions have consequences e.g.: using the Code of Behaviour.
- Students are given the opportunity to develop relationships through classwork by working in small groups.
- There is a First-year induction programme to help students transition into our school and other year groups have a "Buddy system" which helps facilitate friendships and support networks.
- The school has an active Anti-Bullying Committee and an LGBTQI+ allies' group
- When necessary the staff link with external services e.g. NEPS, CAMHS, Tusla, Gardaí, DCU, Belong to, Oide
- Information sharing with relevant personnel through: Primary school visits, weekly SST meeting, Bi weekly SEN meetings, updates to staff from management & SEN meetings, regular staff meeting updates, clear communication for staff on those at risk of bullying
- Collaboration with BOM, PA, Students Council, Local clubs, YSI Community
- Student voice is encouraged and facilitated through: Students participation on committees, Student led Whole School Assemblies, Active participation of students and parents in the creation of policies e.g.: The Code of Behaviour, The Acceptable Use Policy, Bí Cineálta.
- An extensive array of Extra-Curricular opportunities is created to help foster community, joy and inclusion. Coaches, Choreographers and Artists extend our school community and are trained in Bí Cineálta procedures.
- The dignity and the wellbeing of the individual person is of paramount concern in our Christian response. This school will listen closely to, and in dialogue with parents, and thereby build a relationship of mutual understanding, respect, trust and confidence.

Dominican College Muckross Park also has **the following supervision and monitoring policies** to prevent and address bullying behaviour:

- Outside the building, in Corridors and in class - A weekly schedule of student supervision on corridors and outside is developed to monitor student behaviour and wellbeing. Any causes for concern are dealt with and reported to school management. Teachers are given assigned areas to supervise and supervision takes effect from 8.15 until the end of the school day.
- All staff are watchful and observe relationships between students in class, note absence patterns and let it be known that high standards of behaviour are always expected
- Survey of Students - Students are surveyed through an online form regarding bullying behaviour when deemed appropriate by their year head.
- Student Support Team – the student support team meet weekly and operate a check and connect system where teachers meet students where concerns may have been brought to their attention.
- Bathroom checks throughout the day. Students encouraged to report any issues that they observe.
- Lunchtime clubs with teacher volunteers
- Locking classrooms
- Compass - Kiosk System
- Prefect training includes guidance on Bí Cineálta

Preventing Cyberbullying Behaviour

The increase in the use of technology has led to students becoming increasingly vulnerable to cyberbullying or unacceptable online behaviour. The school proactively addresses these challenges by promoting digital literacy, digital citizenship, and fostering safe online environments.

It is important to remember that **the digital age of consent in Ireland is 16 and students between the ages of 13 and 16 must have parental permission to sign up to social media services**. It is also of paramount importance for their child's safety that parents are aware of their children's use of technology including smartphones and gaming consoles.

Parental responsibilities:

- Report bullying behaviour to the school. This will be reported (see Appendix B). Support the Bullying Behaviour Investigation (Appendix C). *Requests regarding no action, see page 11.*
- Cooperate fully with the implementation of our Bí Cineálta Policy.
- Support this policy if a student is found to be involved in unkind, inappropriate behaviour
- Support the development of a strong moral compass in their children

Bystander/witness responsibilities

- I will reply on my moral compass to do what is right
- I will say 'no' or 'stop' when I see or hear someone behaving unfairly- I will be assertive but not aggressive
- I will report immediately to a teacher/coach, if I see or hear inappropriate behaviour
- I will tell a teacher/coach when I know that a student is being bullied

Section C: Addressing Bullying Behaviour

Every staff member has a responsibility to implement the school's Kindness (Bí Cineálta) Policy, and be vigilant and address unacceptable behaviours as they occur. Where a member of the teaching staff has a concern about a student, either as a result of a personal observation or as a result of receiving a report from a third party, the teacher should without delay refer the matter to the Year Head, Deputy Principal or Principal.

The Principal will be kept updated on all incidents of bullying behaviour and will receive a monthly report from the Deputy Principals which is shared with the Board of Management.

When bullying behaviour occurs, the school will:

- ensure that the student experiencing bullying behaviour is heard and reassured
- seek to ensure the privacy of those involved
- conduct all conversations with sensitivity
- consider the age and ability of those involved
- listen to the views of the student who is experiencing the bullying behaviour, as how best **to** address the situation
- take action in a timely manner
- inform parents of those involved

The steps that will be taken by the school to determine if bullying behaviour has occurred, the approaches taken to address the bullying behaviour and to review progress are as follows **(see Chapter 6 of the Bí Cineálta procedures)**:

Identifying if bullying behaviour has occurred

When identifying if bullying behaviour has occurred, the teacher will consider the following: what, where, when and why?

To determine whether the behaviour reported is bullying behaviour, the following questions should be considered:

1. Is the behaviour targeted at a specific student or group of students?
2. Is the behaviour intended to cause physical or emotional harm?
3. Is the behaviour repeated?

If the answer to each of the questions is Yes, then the behaviour is bullying behaviour.

If the answer to any of these questions is No, then the behaviour is not bullying behaviour and will be addressed under our Code of Behaviour.

Note: One-off incidents may be considered bullying in certain instances. A single hurtful message posted on social media can be considered bullying behaviour as it has a high likelihood of being shared multiple times and thus becomes a repeated behaviour.

- If a group of students is involved in alleged bullying behaviour, each student will be engaged with individually at first and asked to write an account of what happened.
- Thereafter, all students may be met as a group.

- During the group meeting, each student may be asked for their account of what happened to ensure that everyone in the group is clear about each other's views.
- Each student will be supported, as appropriate following the group meeting.

Where bullying behaviour has occurred, the following will apply:

- The views of the student who is experiencing the bullying behaviour will be listened to as to how best address the behaviour.
- Parents of students involved will be contacted at an early stage to inform them of the matter and to consult with them on the actions to be taken to address the behaviour.
- In circumstances where a student expresses concern about their parents being informed, the school will develop an appropriate plan to support the student and for how their parents will be informed.
- The school will consider communication barriers that may exist when communicating with parents, for example, literacy, digital literacy or language barriers.
- A record will be kept of the engagement with all involved
- The record will document the form and type of behaviour, where and when it took place and the date of the initial engagement with students involved and their parents
- The record will include the views of the students and their parents regarding the actions to be taken to address the bullying behaviour
- The actions and supports agreed to address bullying behaviour will be documented
- If the bullying behaviour is a child protection concern the matter will be addressed without delay in accordance with Child Protection Procedures for Primary and Post-Primary Schools

Follow up where bullying behaviour has occurred

- The teacher will engage with the students involved and their parents within 20 school days of the initial engagement.
- Important factors to consider as part of this engagement are:
  1. the nature of the bullying behaviour,
  2. the effectiveness of the strategies used to address the behaviour
  3. the relationship between the students involved.
- The teacher will document the review with the students and their parents to determine if the bullying behaviour has ceased and the views of students and their parents in relation to this. The date it has been determined that the bullying behaviour has ceased will be recorded.
- Any engagement with external services /supports will be noted.
- Ongoing supervision and support may be needed for students involved even where bullying behaviour has ceased.

It is important to remember:

- Time limitation - incidents of bullying behaviour must be reported as soon as possible. It is extremely difficult for the school to investigate historical matters. Any incident brought to our attention, more than an academic year after an alleged incident is reported to have taken place, will not be investigated due to the difficulty of obtaining accurate information about the alleged incident due to the lapse in time.
- The school cannot investigate actions by people who are not students of Dominican College Muckross Park.
- Incidents happening during school holidays which may involve social media should be dealt with by parents.
- CCTV may be used as part of any investigation.

Parents will be requested to sign a form confirming that the school investigated an incident involving their daughter and to provide feedback on any improvements to procedures.

If the bullying behaviour has not ceased:

- The Year Head and Deputy-Principal will review the strategies used in consultation with the students involved and their parents. A timeframe will be agreed for further engagement until the bullying behaviour has ceased.
- **If** it becomes clear that the student who is displaying the bullying behaviour is continuing to display the behaviour, then school consideration will be given to using the strategies to deal with inappropriate behaviour as provided for within the school's Code of Behaviour.
- If disciplinary sanctions are considered, this **is** a matter between the relevant student, their parents and the school.
- If a parent**(s) is** not satisfied with how the bullying behaviour has been addressed by the school, in accordance with the Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools, they should be referred to the school's complaints procedures.
- If a parent is dissatisfied with how a complaint has been handled, they may make a complaint to the Ombudsman for Children if they believe that the school's actions have had a negative effect on the student.

Recording of bullying behaviour

- Those involved in investigating and resolving bullying behaviour will note and report developments as follows and, in doing so, they will comply with relevant data protection legislation. It is imperative that all recording of bullying incidents must be done in an objective and factual manner.

The school's procedures for noting and reporting bullying behaviour are as follows:

- Record all incidents of bullying behaviour (using appendix B)
- Document the following details:

- Type and form of bullying behaviour (if known).
- Where and when it took place.
- The date of the first engagement with the students and their parents.

- Include the views of students and parents on actions to address the bullying.
- Track the review process with students and parents to check if the bullying behaviour has stopped and get their feedback.
- Record the date of each engagement and when it is confirmed that the bullying has ceased.
- Note any involvement with external services or supports.
- Keep the records according to the school's record-keeping policy and in line with data protection rules.
- If there's a Student Support File, place a copy of the record there to help the support team provide consistent help for the student's wellbeing.

Requests to take no action

A student reporting bullying behaviour may ask that a member of staff does nothing about the behaviour other than "look out" for them. The student may not want to be identified as having told someone about the bullying behaviour. They may feel that telling someone might make things more difficult for them. Where this occurs, it is important that the member of staff shows empathy to the student, deals with the matter sensitively and speaks with the student to work out together what steps can be taken to address the matter and how their parents will be informed of the situation. It is important that the student who has experienced bullying behaviour feels safe.

Parents may also make schools aware of bullying behaviour that has occurred and specifically request that the school take no action.
Parents should put this request in writing to the school or be facilitated to do so where there are literacy, digital literacy or language barriers. However, while acknowledging the parent's request, schools may decide that, based on the circumstances, it is appropriate to address the bullying behaviour.

Support

The school will use the following approaches to support those who experience, witness and display bullying behaviour:
Students who experience Bullying or Witness Bullying:

The school's programme of support for working with pupils affected by bullying is as follows:

- Pupils may need counselling and/or opportunities to participate in activities designed to raise their self-esteem, to develop their friendship and social skills and thereby build resilience whenever this is needed.

- In this regard the relevant Student Support Team will work closely with the student to ensure they are actively supported in the school and to engage in school-based activities they enjoy.
- The schools guidance department will also put in place a program of support in conjunction with the Year Head
- The learning strategies applied within the school will also allow for the enhancement of the pupil's self-worth

Students who display bullying Behaviour:

- Pupils who engage in bullying behaviour may need counselling to help them learn other ways of meeting their needs without violating the rights of others.
- The Year Head in conjunction with the relevant Student Support Team will work closely with the student in this regard.

Outside agency support:

The school in certain circumstances may also seek the support and advice of TUSLA, NEPS, NCSE, second level school support services, HSE, An Garda Síochána and any other agency deemed appropriate to support the school in dealing with incidents of bullying.

Links with other policies:

- Code of Behaviour
- Internet Acceptable Use Policy
- Child Safeguarding Statement

Section D: Oversight

The principal will present an update on bullying behaviour at each board of management meeting. This update will include the number of incidents of bullying behaviour that have been reported since the last meeting, the number of ongoing incidents and the total number of incidents since the beginning of the school year.

Where incidents of bullying behaviour have been reported since the last meeting, the principal will also provide a verbal update which will include where relevant:

- information relating to trends and patterns identified,
- strategies used to address the bullying behaviour
- any wider strategies to prevent and address bullying behaviour where relevant.
- If any serious incidents of bullying behaviour have occurred which have had a serious adverse impact on a student

- If a parent has informed the school that a student has left the school because of reported bullying behaviour
- If any additional support is needed from the board of management
- If the school's Bí Cineálta policy needs urgent review in advance of the annual review.

This update does not contain personal or identifying information. (See Chapter 7 of the Bí Cineálta procedures.)

The minutes of the board of management meeting will document the number of new incidents of bullying behaviour; the number currently ongoing and the total number of incidents of bullying behaviour since the beginning of the school year.

The minutes will also note where the board has considered the bullying behaviour, verbal update and document when the board has decided that an urgent review of the policy is required.

This policy is available to our school community on the school's website www.muckrossparkcollege.com and in hard copy on request. A student friendly version of this policy is displayed in the school and is also available on our website and in hard copy on request.

This policy and its implementation will be reviewed, following input from our school community, each calendar year or as soon as practicable after there has been a material change in any matter to which this policy refers.

Signed: _____ Date: 10/6/25

(Chairperson of the board of management)

Signed: _____ Date: 10/6/2025

(Principal)

Appendix A: Sample of student friendly policy.

Dominican College Muckross Park

WE SHARE BECAUSE WE CARE

Cineáltas Kindness

Bullying behaviour is when someone keeps being mean or hurtful to others on purpose over and over again.

Bí Cineálta!

We want everyone at our school to feel safe and happy. If you think that you are being bullied or someone else is being bullied, you need to tell a teacher or another adult that you trust. They will know what to do to help.

When you tell a staff member that you think you are being bullied, the school will:

- Talk with you
- Ask you what you want to happen
- Work out a plan with you
- Talk to your parents
- Talk to the other student(s) involved
- Talk with the other students parents



Appendix B

Dominican College Muckross Park

Bí Cineálta Report Record

Section 1: To be complete as the report is being made, allow the reporting person to read the information recorded and confirm that the details are correct and accurate.

1. Reported by

2. Accuser

Name	
Class Group	

3. Accused

Name(s)	
Class(es)	

4. Location of incident(s)

Classroom	
Corridor	
Toilets	
Other (specify)	

5. Brief description of event(s), including approximate number of occurrences.

Appendix B Continued.

Section 2: Review of the report with the relevant Year Head.

Is the behaviour targeted at a specific student or group of students? Yes No

Is the behaviour intended to cause physical or emotional harm? Yes No

Is the behaviour repeated? _____ Yes No

If the answer is yes to all 3:

The behaviour is bullying behaviour under the Bi Cinealta policy. Please refer to the policy and associated report form for the next steps.

If the answer is no to anyone of the questions:

The behaviour is not bullying behaviour under the Bi Cinealta policy. Please address the behaviour in accordance with the Code of Behaviour.

Signed: _____

Date: _____

Date submitted to the Deputy Principal: _____

Appendix C

Dominican College Muckross Park

Bí Cineálta Record – Bullying Behaviour Investigation

1. Type and Form of Bullying Behaviour

Type				Form			
Disablist bullying		Physical appearance bullying		Physical		Exclusion	
Gender identity bullying		Racist bullying		Verbal		Relational	
Exceptionally able bullying		Poverty bullying		Written		Online	
Homophobic/ Transphobic bullying		Sexual harassment		Extortion			
Religious identity		Sexist bullying					

2. Accusers opinion on how they would like the situation to be addressed:

3. Parents have been contacted:

Accuser		Date Contacted:	
Accused		Date Contacted:	

4. Accused have been spoken to / written accounts have been collected

Yes		No		Details:

5. Outcomes of meetings with students and parents (include dates of meetings/correspondence):

Accuser:
Accused:

6. Proposed solution strategy (actions and supports):

7. Is the behaviour a child protection concern? If yes, note the date the referral was made.

Yes		No		Date:

Appendix C continued:

Section 2: Review of the the effectiveness of the strategies used to address the behaviour and the relationship between the students involved - within 20 days of agreed strategies

1. Has the bullying behaviour ceased? Include feedback on the strategies used.

   Accuser and Parents

   Accused and Parents

2. Date the bullying has ceased

3. Was there any engagement with external services? If yes, give details.

4. Are there ongoing supervision/support requirements? If yes, give details.

Signed:_____

Date:_____

Date submitted to the Deputy Principal:_____

Appendix D

Dominican College Muckross Park

Student Statement of Event(s) Form

Name: _____ **Today's Date:** _____

The following is an account of the event(s) being reported:

Date: _____ **Time:** _____ **Location:** _____

Details of event(s):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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_____

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_____

Appendix E

Dominican College Muckross Park

Providing Bullying Behaviour Update for Board of Management meeting of DD/MM/YYYY

Having reviewed the details of the incidents of bullying behaviour that have been reported since the previous Board of Management meeting, the principal must provide the following information at each ordinary meeting of the Board of Management:

Total number of **new** incidents of bullying behaviour since the last board of management meeting	
Total number of incidents of bullying behaviour currently ongoing	
Total number of incidents of bullying behaviour reported since the beginning of the school year	

Where incidents of bullying behaviour have been reported since the last meeting, the update will include a verbal report which will include the following information where relevant:

- the trends and patterns identified such as the form of bullying behaviour
- type of bullying behaviour if known
- location of bullying behaviour, when it occurred etc
- the strategies used to address the bullying behaviour
- any wider strategies to prevent and address bullying behaviour
- if any serious incidents of bullying behaviour have occurred which have had a serious adverse impact on a student
- if a parent has informed the school that a student has left the school because of reported bullying behaviour
- if any additional support is needed from the board of management
- if the school's Bí Cineálta policy requires urgent review in advance of the annual review

This update will not include any personal information or information that could identify the students involved.

Appendix F

Dominican College Muckross Park

Review of the Bí Cineálta Policy

The Board of Management of Dominican College Muckross Park must undertake an annual (calendar) review of the school's Bí Cineálta policy and its implementation in consultation with the school community. As part of the review, this document must be completed.

Bí Cineálta Policy Review

1. When did the Board formally adopt its Bí Cineálta policy to prevent and address bullying behaviour in accordance with the Bí Cineálta Procedures for Primary and Post-Primary Schools? Insert date when the Bí Cineálta policy was last adopted by the school.

   _____

2. Where in the school is the student friendly Bí Cineálta policy displayed?

   _____

3. What date did the Board publish the Bí Cineálta policy and the student friendly policy on the school website? _____

4. How has the student friendly policy been communicated to students?

   _____

   _____

   _____

5. How has the Bí Cineálta policy and student friendly policy been communicated to parents?

   _____

   _____

   _____

6. Have all school staff been made aware of the, school's Bí Cineálta policy and the Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools?

Yes **No**

7. Does the Bí Cineálta policy document the strategies that the school uses to prevent bullying behaviour?

Yes **No**

8. Has the Board received and minuted the Bullying Behaviour Update presented by the principal at every ordinary board meeting over the last calendar year?

Yes **No**

9. Has the Board discussed how the school is addressing all reports of bullying behaviour?

Yes **No**

10. Is the Board satisfied that all incidents of bullying behaviour are addressed in accordance with the school's Bí Cineálta Policy?

Yes **No**

11. Have the prevention strategies in the Bí Cineálta policy been implemented?

Yes **No**

12. Has the Board discussed the effectiveness of the strategies used to prevent bullying behaviour?

Yes **No**

13. How have (a) parents, (b) students and (c) school staff been consulted with as part of the review of the Bí Cineálta Policy?

Parents

Students

School staff

14. Outline any aspects of the school's Bí Cineálta policy and/or its implementation that have been identified as requiring further improvement as part of this review:

15. Where areas for improvement have been identified, outline how these will be addressed and whether an action plan with timeframes has been developed?

16. Does the student friendly policy need to be updated as a result of this review and if so why?

Yes **No**

17. Does the school refer parents to the complaints procedures if they have a complaint about how the school has addressed bullying behaviour?

Yes **No**

18. Has a parent informed the school that a student has left the school due to reported bullying behaviour?

Yes **No**

19. Has the Office of the Ombudsman for Children initiated or completed an investigation into how the school has addressed an incident of bullying behaviour?

Yes **No**

Signed: James Reynolds Date: 10/6/2025

(Chairperson of the board of management)

Signed: Anne Marie Mee Date: 10/6/2025

(Principal)

Date of next review: June 2026

Appendix G

Dominican College Muckross Park

Notification regarding the board of management's annual review of the school's Bí Cineálta Policy

The Board of Management of Dominican College Muckross Park confirms that the board of management's annual review of the school's Bí Cineálta Policy to Prevent and Address Bullying Behaviour and its implementation was completed at the board of management meeting of 10/6/2025 (date).

This review was conducted in accordance with the requirements of the Department of Education's Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools.

Signed: James Reynolds Date: 10/6/2025

(Chairperson of board of management)

Signed: Anne Marie Mee Date: 10/6/2025

(Principal)

Date of next review: June 2026